



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 10.3

Subject: Family Crisis Intervention Program (FCIP) Case File Disposition

Supersedes: None

Local Policy: No

Local Procedures: Yes

Training Required: No

Approved by:

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Application

To All Regional Assistant Commissioners, Regional Administrators, Records Clerks/Coordinators, Community Services Agency (CSA) Executive Directors and Family Crisis Intervention Employees

Authority: TCA 37-5-106

Policy

Each region shall maintain Family Crisis Intervention Program inactive/closed case file paper records on a non-custody child for a specified period of time, in accordance with established policies and procedures that pertain to confidential child/family records. This policy does not apply to any information contained in a TN KIDS electronic file.

Procedures

A. Identification of Inactive/Closed Files

1. In accordance with DCS policy 7.13, Records Disposition Authorization Development and Review Process, CSA executive directors must ensure that each CSA office has a uniform record disposition procedure and closed file tracking system of hard copy files as identified in Section D.
2. One year (1) from the date of implementation of this policy, CSA executive directors shall ensure that all inactive/closed child files have been labeled and/or destroyed according to this policy.
3. Closed FCIP-CSA Case Manager Files are to be cut off at the child's 18th birthday then, maintained in the agency for one year (1); then destroyed.

4. When a file is designated as inactive/closed, a case manager 4, supervising case manager 3 or a team coordinator shall sign, date and label the file "**FCIP-Confidential- RDA 2887**", and the destruction date.

B. Method of Record Disposal

Approved methods for destroying confidential child paper record information are shredding, burning, and acid bath recycling.

C. Disposal documentation

1. Records destroyed prior to the effective date of this policy will be documented according to DCS Policy 9.4, Confidential Child-Specific Records Information.
2. Eligible case files shall be destroyed and documented on or before June 30th of each year.
3. Disposal documentation shall include the following:
 - a) Child's name
 - b) Child's birth date
 - c) Child's social Security number
 - d) Applicable RDA number
 - e) Estimated volume (cu. ft.)
 - f) Disposal method
 - g) Destruction date (month/day/year)
4. Prepare Form GS-0989, *Certificate of Records Destruction* and forward to departmental records officer.
5. Each region shall develop a method of providing the CSA executive director and the regional administrator with a summary of FCIP case file destruction activities.
6. Records destruction information shall be included in the regional annual records holding report.

Forms

GS-0989 Department of General Services Certificate of Records Destruction

Collateral Documents

RDA2887- Closed FCIP-CSA Case Manager Files

Standards

None

Glossary

<i>Term</i>	<i>Definition</i>
<i>Case Recordings</i>	The ongoing chronological narrative written by a case manager in a case file that serves to document each contact or to document any activity related to the case.
<i>Closed case file</i>	Records that were maintained according to legal and/or organizational requirements that are eligible for disposition due to the termination of the physical custody, control, supervision and/or support services of a child by the Department of Children's Services.
<i>Disposition</i>	An action taken, such as transferring, purging, destroying, microfilming, archiving, etc., regarding records that have reached the end of their retention period. File disposition normally occurs on the 21 st birthday for a social service child and the 22nd birthday for a juvenile justice child.
<i>Inactive case file</i>	Records that may have been closed, but are not yet ready for disposition.